



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
September 8, 2016**



CONVENE:

Board President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on September 8, 2016 at 7:00 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, President
Constance Lue, Vice President
Rick Thomas, Secretary
Andy Lippman, Trustee
Carolyn Flemming, Trustee

Also Present

Mayor Pro Tem Michael A. Cacciotti
Joe Matthews, Library Consultant
Steve Fjeldsted, Director of Library, Arts, & Culture
Sally Kilby, Friends Representative
Sean Faye, Library Administrative Secretary

MINUTES: The minutes of the Regular Meeting of July 28, 2016 were reviewed – **MSC: Constance Lue/Andy Lippman– all approved.**

PUBLIC COMMENTS: The meeting began after the Library Board of Trustees had a group photo taken to be displayed on the Library website and entrance to the Library.

ACTION ITEMS:

1. **Request for Approval of Library Opening on Thursday Nights Instead of Wednesday Nights**
– President Ed Pearson said that it had been agreed at the Trustees meeting on 7/28/16 to implement the change in the Library's operating hours for Thursday nights, which had been part of the agenda that evening, but said that it had not been clearly stated on the Agenda which day would be substituted to accomplish this. Switching the Library's Wednesday hours for Thursday had been decided, but President Pearson asked for a motion. President Pearson said he had recently attended Brown Act Training at City Hall and thought the Agenda could have more explicit.

Motion by Library Board Trustee Andy Lippman, seconded by Vice President Constance Lue, to approve the Library Opening on Thursday nights instead of Wednesday nights.

Library Director Steve Fjeldsted said that the Library would maintain the same number of open hours, but expressed no strong preference for which night that would be substituted for Thursday. Trustee Carolyn Flemming said that the Senior Librarians had suggested during the Library Operations Study to trade Thursday hours with Monday and said she thought it would be an easier schedule for the public to adjust to.

AYES:	None
NOES:	Pearson, Lue, Thomas, Lippman, Flemming
ABSENT:	None
ABSTAIN:	None

Motion by Library Board Trustee Andy Lippman, seconded by Trustee Carolyn Flemming, to request approval for the Library Opening on Thursday nights instead of Monday nights, with Monday's operating hours to be from 10:00 a.m. to 6:00 p.m.

AYES: Pearson, Lue, Thomas, Lippman, Flemming
NOES: None
ABSENT: None
ABSTAIN: None

Director Fjeldsted said that this change will go into effect on October 1, 2016, as had been previously agreed.

[Mayor Pro Tem Michael A. Cacciotti arrived at the Board of Trustees Meeting at 7:16 p.m.]

2. **Request for Approval for the Senior Center to use the Community Room for Senior Fitness classes on Thursday mornings from 8:30-9:30 a.m.**

Motion by Library Board Trustee Andy Lippman, seconded by Library Board Trustee Carolyn Flemming, to approve the request for the Senior Center to use the Community Room for Senior Fitness classes on Thursday mornings from 8:30-9:30 a.m.

AYES: Pearson, Lue, Thomas, Lippman, Flemming
NOES: None
ABSENT: None
ABSTAIN: None

3. **Request for Approval to Renew Senior Yoga classes in Community Room for the next year on Monday and Wednesday mornings**

Motion by Vice President Constance Lue, seconded by Library Board Trustee Andy Lippman, to approve the request to renew Senior Yoga in the Community Room for the next year on Monday and Wednesday mornings.

AYES: Pearson, Lue, Thomas, Lippman, Flemming
NOES: None
ABSENT: None
ABSTAIN: None

DISCUSSION ITEMS:

2. **Strategic Planning Project** – Consultant Joe Matthews presented the Board with his revision of the public survey questionnaire for the Strategic Planning process that incorporates the changes requested from the Trustees at the 7/28/16 Board meeting. Another discussion followed in which some questions were revised. Director Fjeldsted asked for a question to be added at the end for respondents to add their thoughts that weren't covered in the survey. Joe Matthews said he would make the suggested revisions and that once complete, the Library will encourage participation from the public via bookmarks that will be created with the survey's URL to be distributed at Library Service Desks and other South Pasadena locations. A link to the survey will be posted on the City and Friends websites. The survey will be open for 6 weeks before the results are analyzed. Joe Matthews suggested having a Community Forum where the public can share their vision for the Library during the period when the survey is open. The Board decided on having the Community Forum on 10/20/16 at 7:00 p.m. Trustee Carolyn Flemming said that she will not be available to attend.

[Consultant Joe Matthews left the Board of Trustees Meeting at 7:58 p.m.]

13. **Nurturing the Relationship with the Friends of the South Pasadena Public Library** – President Pearson wanted to express the importance of maintaining a positive relationship with the Friends and asked the Trustees for their input. President Pearson suggested having an annual social gathering for both the Trustees and the Friends Board. Friends Representative Sally Kilby said that she thought the Friends would appreciate that and that it would be useful for both groups to learn more about each other.

Trustee Andy Lippman is the official Trustee liaison to the Friends, and Trustee Flemming suggested that the Trustees attend the monthly Friends Board meetings in pairs. Library Board of Trustees Secretary Rick Thomas volunteered to accompany Trustee Lippman to the October Friends Board meeting and Trustee Flemming will accompany Trustee Lippman to the November Friends Board meeting. President Pearson asked to revisit this topic at the next Trustees meeting.

1. **Board Policy Review Calendars** – President Pearson provided a draft calendar of monthly objectives at the 7/28/16 meeting and said that once it is finalized it would be of great use to the Library Director and President of the Library Board of Trustees in setting each agenda.

President Pearson also discussed the list of 48 Policy Statements he provided to the Board and expressed his intention of reviewing and prioritizing these statements as they govern how the Library operates. President Pearson said that many of these policies have not been examined in some time and asked the Board to review.

3. **Library Vacant Positions** – Director Fjeldsted said there are no updates at this time as two full time positions are still being filled by substitutes. Director Fjeldsted said that he was told that the filling of the Assistant Library Director position will have to be packaged with the other vacant positions by HR for negotiating with the Employee Association. Director Fjeldsted said he is developing a sample job description for the Assistant Library Director position. President Pearson said that he and Director Fjeldsted should schedule a meeting with the City Manager to convey a sense of urgency in filling these vacancies. Trustee Flemming suggested that President Pearson and Director Fjeldsted have updated versions of the existing job descriptions in hand when they meet with the City Manager.
4. **Rick Thomas Report on Serving with a Purpose Conference** – Secretary Thomas attended the 'Serving with a Purpose' Conference in May 2016 in Ontario, CA and shared his impressions. Secretary Thomas spoke of charting the successes of the Board and that it was also important to enjoy the process. Secretary Thomas also spoke of creating job descriptions for the members of the Library Board of Trustees and to foster a system to generate the talent for future Board members in order to leave a shining legacy behind. President Pearson agreed that more could be done to recruit for the upcoming vacancy on the Board of Trustees.
5. **Library Board of Trustees Retreat** – President Pearson said he was in favor of having a Board Retreat and that it would be best to hold it soon. President Pearson said he would prepare some possible dates and locations for this retreat at the next meeting on 10/13/16.
6. **Possible Loaning of 'Bluebeard' Batchelder Tile to Pasadena History Museum** – Director Fjeldsted said that he is making arrangements to have the 'Bluebeard' Batchelder tile appraised by Patrick Ela, a highly regarded appraiser who has assisted the Library and the Friends in the past. Once that information has been gathered, Director Fjeldsted will speak to the City Attorney and City Manager about insurance concerns. The ultimate decision to loan the tile will be made by the

subcommittee comprised of Secretary Thomas, Trustee Flemming, and the Library Director. Secretary Thomas said it would be very useful to know the true value of this item. Vice President Constance Lue stated that the Trustees need to be good stewards of Library property. Director Fjeldsted said that it would also be worthwhile to learn the story of the Batchelder tile so as to educate the community of the valuable historic resource.

[Trustee Andy Lippman left the Board of Trustees Meeting at 8:45 p.m.]

7. **Subcommittee for Bylaws Review** – President Pearson emphasized the importance of periodically reviewing the Bylaws as some have not been examined in many years. President Pearson continued that these Bylaws need to be either followed or amended, citing the replacement process for Trustees whose terms have ended as an example. Secretary Thomas and President Pearson agreed to undertake this review as a subcommittee.
8. **California Library Association Annual Conference in Sacramento, November 4 and 5, 2016** – Director Fjeldsted said that the registration period for this conference is currently open and forwarded the link to the Trustees. Director Fjeldsted will attend the State Library Directors Forum in Sacramento on 11/3/16 and will attend the California Library Association Conference on 11/4/16. Director Fjeldsted added that Ray Bradbury, for whom he wrote the nomination, has been inducted into the California Library Hall of Fame and that he will attend that ceremony. Director Fjeldsted informed the Board that the Library Budget can cover their fees for registration, lodging, meals and travel expenses if they attend.
9. **Internet Filtering of Library Staff and Public Computers** – Director Fjeldsted said that there is currently a policy in place for public computers that had been approved by the Board, prohibiting graphic sexual content and extreme violence. Director Fjeldsted said this has been a very controversial topic for libraries, with some policies viewed as being either too lax or too restrictive. Director Fjeldsted said he would be meeting on the topic at City Hall and asked to bring a draft policy regarding Internet Filtering to the 10/13/16.
10. **Friends Fundraising Concert with Barry McGuire on September 1, 2016** – Director Fjeldsted said the concert was a big success and that nearly \$4,000 was raised for the Friends, after an initial investment of \$1,000. Director Fjeldsted said that ticket sales were slow at first, but a 2-page article in the *Pasadena Weekly* by Carl Koslowski and an article in the *L.A. Times* by Randy Lewis helped sell the remaining tickets.
11. **CENIC Broadband Grant and Wi-Fi Improvements** – Director Fjeldsted said he and members of the Acorn Technology staff, the City's IT firm, have been revising which models of hardware to order for high speed broadband connectivity and Wi-Fi improvements. Another meeting has been scheduled between the Library Director, City Hall staff, members of Acorn Technology staff, and a consultant to discuss these items before the order is placed.
12. **Community Room Fees and Pianos** – President Pearson asked for this Discussion Item to be tabled until the 11/10/16 Trustees meeting.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board President: President Pearson said his presentation of the Library Board of Trustees Annual Report to the City Council was successful. President Pearson spoke of the Brown Act and Conflict of Interest workshop

he attended in the Council Chambers with Vice President Lue, Trustee Flemming, the City Attorney, and the Deputy City Clerk among those in attendance. President Pearson said it was very informative and there he learned that all Board members are required to take Brown Act training and that a significant portion can be done online. President Pearson said his greatest lesson from that meeting was that all decisions by the Board must be made in the open so the public can be aware. President Pearson said he would try to attend the "Do Libraries Have a Future" conference in West Hollywood in a few weeks.

City Council Liaison: Mayor Pro Tem Michael A. Cacciotti said that the relocation of Garfield Reservoir and the Garfield Water Department and Public Works is moving forward and will be complete by June 2017. The project will advance the study for a new Community Center, and from there a study for the Library's possible expansion can proceed. Mayor Pro Tem Cacciotti said there will be a press conference on 9/9/16 to announce that South Pasadena is the first city in the United States to be completely free of gas emissions in maintaining their parks. Mayor Pro Tem Cacciotti spoke of the plans to restructure the design of parking for the Metro Gold Line station to increase capacity and said that advances could be made in two years.

Friends Representative: Friends Representative Sally Kilby spoke of the restrictions on the endowment funds the Friends are managing, as only the interest of these funds can be spent. Sally Kilby said the Friends are working to recalibrate their strategy. Sally Kilby said that the Friends annually donate around \$52,000 to the Library (after expenses) and the Friends Bookstore generates about \$50,000 of that. Sally Kilby said the Restoration Concert Series is celebrating their 20th anniversary and are having an event to celebrate it on September 18. Sally Kilby said the Friends co-sponsor the Library's Author Nights, the Moon Festival, and many other events and provide facilitations for the Library's books, technology, and memorials.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

Director of Library, Arts & Culture:

- Director Fjeldsted said the Friends are considering renaming the Friends Bookstore as the "Founders Bookstore" and he will know more at the 10/13/16 Trustees meeting.
- ESL classes have resumed with Mary Bart, one of the Co-Volunteers of the Year and a former teacher, after the retirement of Ann Jilg.
- On 12/14/16 the Mayor will issue the State of the City address in the Community Room.
- The Library will offer classes with Covered California Project Whitecoat volunteers to educate the public about signing up for healthcare.
- Donations of Ray Bradbury materials have been ongoing and will be displayed in the Ray Bradbury Conference Room. An antique display case from the Meridian Iron Works has been acquired and will be placed either in the Conference Room or directly outside of it to showcase Ray Bradbury memorabilia.
- Bill Kelly, a South Pasadena author and environmentalist, will help with outreach for the Library's upcoming programs, "Finding Cleveland," a Chinese-American themed, award-winning documentary on 9/29/16 and a dual Author Night on 10/10/16 with Barbara Eisenstein and William Tweed. Nancy Lem will design the poster for the "Finding Cleveland" event.
- The Rotary Club approved \$900 this fiscal year for the Library Golden State Collection. During the last ten years this project has provided hundreds of new books on California for our collection.
- Director Fjeldsted is working on a Living History grant to present Duffy Hudson as Audie Murphy for some time around Veterans Day.
- The next Eclectic Music Festival will be on 5/6/17 with free concerts all over South Pasadena including in the Community Room.


- The City has a new Insurance Company and insurance limits for the Community Room and filming in the Library Park will need to be increased. Director Fjeldsted hopes to have a draft revision of the policy at the next Trustees meeting.
- The Arts Crawl will take place on 10/22/16 and the Library will have an Author Night with nationally-known cartoonist Dan Piraro, who will exhibit some of his original artwork.
- The End of Summer concert will be held in the Library Park on 10/6/16. This event will be co-sponsored by the Friends and the South Pasadena Arts Council (SPARC) and present a country-rock group "Wildwood Highway."
- The 8/11/16 "Pillar of Fire" event with Bill Oberst was presented as an "unplugged" event in the Library Park because of a power outage that closed the Library that day. Director Fjeldsted hopes to have Bill Oberst to perform as Ray Bradbury for the City-Wide Reading Project focused on "Fahrenheit 451" in March 2017.
- Preeminent South Pasadena Historian Jane Apostol passed away recently shortly after her husband Tom Apostol. There will be a memorial at Caltech, where he was a mathematician, in October.
- Judson Studios are in the process of expanding, but won't be offering tours for small groups until 2017. Secretary Thomas and Trustee Lippman had expressed interest. They might accommodate a small group from the Library before then.
- Officer Shannon Robledo from the Police Department will serve as the Department's liaison to the homeless community.
- Other prominent South Pasadena organizations are expected to start coordinating major fundraising campaigns soon and Director Fjeldsted said it would be a good time to start the work to form a Library Foundation. Sally Kilby said the Friends would be willing to assist.

NEXT MEETING: The next meeting for the Library Board of Trustees will be in the Library Ray Bradbury Conference Room on 10/13/16 at 7:00 p.m.

ADJOURNMENT: The regular meeting of September 8, 2016 was adjourned at 9:30 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President